KENT
WASHINGTON

ECONOMIC & COMMUNITY
DEVELOPMENT

ELECTRONIC FILE SUBMITTAL STANDARDS

Electronic plans not meeting the requirements below will result in the application being deemed incomplete and will not be reviewed until complete. ***The electronic plans MUST be submitted via a OneDrive Link provided by the Permit Center.*** Zip files are not accepted.

Electronic Formatting Requirements and Submittal Standards

The City of Kent only accepts searchable (non-scanned) Portable Document Format (PDF) format files for electronic plan review, except where noted. PDF files must be properly formatted as described below:

❖ Files must be unlocked or unprotected so that comments can be made by City Staff.

❖ Documents must be reduced, flattened and full-size, one-to-one format (layers must be merged or flattened).

❖ Each plan sheet or page must be labeled and bookmarked to clearly identify the content of the page.
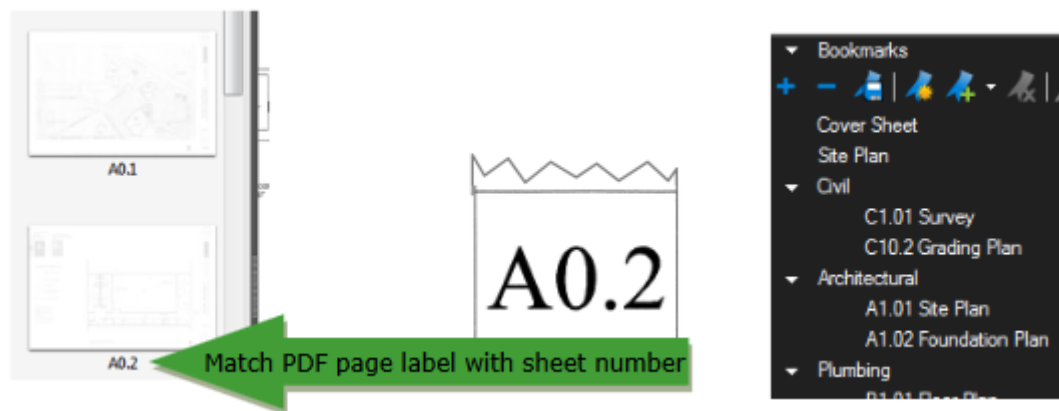
❖ Plans must be drawn to scale and each sheet should state the scale.

❖ Plans must have space reserved for City approval stamps.

❖ Plans must be in "Landscape" format in the horizontal position.

❖ Scanned plans must be legible and to scale to be reviewed. Illegible plans will be deemed incomplete.

- ❖ All sheets must be consolidated into one plan set. Due to file size limitations, separate PDF documents for the different portions of a plan are acceptable (e.g. architectural, structural, civil, etc.).

- ❖ All reports and other documents must be submitted as a separate PDF document for each document type (e.g. Drainage Technical Information Reports, Geotechnical Reports, Wetland Reports, etc.)

- ❖ All reports must be rotated with the pages in the upright position.

NOTE: This handout shall not be used as a substitute for codes and regulations. The Applicant is responsible for compliance with all codes and regulations, whether or not described in this document.

Electronic File Naming Conventions

Files must be named concisely to describe the contents of the file document and shall include the date and version number of the file. No spaces are allowed anywhere in the file name. The underscore (_) is acceptable in place of spaces. Applications with files that do not follow the naming conventions below may be rejected. Resubmittals must use the same file name, with updated date and version.

Each discipline must be in a separate, complete file. Acceptable Document Types include the following (add the appropriate date and version number as applicable):

ABBR	TYPE	FILE EXAMPLES
A	Applications	Civil Construction Permit, Fire Sprinkler Permit, Franchise Permit, Master Land Use Form, New Commercial Building Permit, Single Family Building Permit, Utility Connection Permit
APL	Appeals	All documents associated with appeals.
C	Correspondence	Letter of Understanding Geologic Risk, Traffic Concurrency Test, All project correspondence such as from the: Project Applicant, Public, Other Agencies, City (i.e. Application Acceptance, Project Expiration, Project Hold, Project Off-Hold, etc.)
CA	Calculations	Density Worksheet, Landscape Analysis, Parking Analysis, Plat Calculations, Structural
CM	Constr. Mitigation	Construction Mitigation Description
D	Decisions	Project Decision (Administrative, Hearing Examiner, Council)
ECF	Environmental	Environmental Checklist
F	Final	Final Approved Plans
J	Justifications	Written Justification for: Adjustment, Conditional Use Permits (CUP), Modification, Variance
L	Legal Documents	CCRs (Covenants, Conditions, and Restrictions), Bill of Sale, Declaration of Covenants, Deed of Dedication, Easements, Impact Fee Deferrals, Lot Combinations, Plat Certificate, Proof of Plat Name Reservation, Real-estate Excise Tax Form (REETA), Title Report
M	Miscellaneous	Miscellaneous
MAP	Maps	Aerial Photography, Assessors Map, Binding Site Plan (BSP), Boundary Line Adjustment (BLA), Existing Neighborhood Detail Map, Plat Map, Short Plat Map, Site Conditions Map (if separate from civil plans Topo Map,)
NOA	Public Notice	Affidavits of Sign Installation, Proof of Neighborhood Meeting, etc.
P	Plan Drawings	Alarm, Civil Construction Plans (Existing Conditions, Grading, Road, Utilities, Street Lighting, Landscape, Tree Retention, Wetland Mitigation, etc.), Color Plans, Elevations, Floor Plans, IFC, Landscape Plans, Plan Reductions, Renderings, Site Plans, Small Site CSWPP Plan, Suppression, Tanks, Tree Retention Map, Plans Independent of Civil Construction Plans: Drainage Control Plan, Details (Cross-sections, On-site Flow Control, etc.)
PN	Project Narrative	Project Narrative
PRE	Pre-Application	Pre-Application Submittal, Pre-Application Meeting Summary
RS	Reports/Studies	Biological Assessment/Critical Areas Study, CCTV Report, Drainage Assessment, Engineering Report, Flood Hazard Data, Geotechnical (Soils) Report, Habitat Data Report, Special Inspection Report (Compaction, Structural, etc), Stream/Lake Study, Drainage Technical Information Report (TIR), Traffic Impact Analysis (TIA), Traffic Study, Wetland Assessment
S	Surety Devices	Bond, Bond Quantities Worksheet (.xls), Assignment of Funds, Cash Deposit Receipt, Fees, Landscape Cost Estimate Worksheet, Maintenance and Defect Agreement, Public Agency Agreements
SC	Submittal Checklists	Building Permit Checklist, Construction Permit Checklist, Land Use Checklist
SR	Staff Rec.	Hearing Examiner (HEX) Report
TR	Tree Related Items	Arborist Report, Tree Retention Worksheet, etc.
W	Waivers	Waiver Form

The following are examples of the acceptable document types and file names based on the above table.

Example: [ABBR]_[File Name]_YYMMDD_v[Review Version]

❖ C_Response_Letter_[Creator's Name or Company]_170130_v1

❖ F_Approved_Site_Plan_170130_v1

❖ P_Civil_Construction_Plans_170130_v1

❖ RS_Wetland_Assessment_17013_v2